

## Self-Service Center

### **SIMPLIFIED MODIFICATION** **NOTICE TO THE PERSON FILING**

**BEFORE YOUR PETITION CAN BE PROCESSED**, it is your responsibility to provide **PROOF OF SERVICE** to Family Court Services, that the other party received a copy of your petition and papers.

If you use a process server or the Sheriff's Office they will file the **AFFIDAVIT OF SERVICE** at the Family Court Filing Counter and provide you with a date-stamped copy.

If the other party signs the **ACCEPTANCE of SERVICE** or if you serve the other party by U.S. Mail or commercial delivery service (such as FedEx, DHL, etc), you must file at the Family Court Filing Counter the:

- **ACCEPTANCE OF SERVICE** or the
- **AFFIDAVIT OF SERVICE with SIGNATURE CONFIRMATION** *along with* a copy or printout of the other party's signature acknowledging receipt of delivery, or if by Certified Mail, the green return-receipt card.

A copy of the filed **AFFIDAVIT OF SERVICE, ACCEPTANCE OF SERVICE or AFFIDAVIT OF SERVICE with SIGNATURE CONFIRMATION** must be hand delivered, mailed or faxed to:

Clerk of the Superior Court  
**Family Court Services**  
201 W. Jefferson, 1<sup>st</sup> Floor, Window #10  
Fax Number: 602-506-5764

- If the other party is **NOT** served with a copy of the **Petition to Modify Child Support** within 120 days, the Court will send a ***Notice of Dismissal***.
- If no proof of service is received by the Court, the request will be dismissed without further notice 180 days after filing.
- If a hearing is requested, you will be notified by mail.